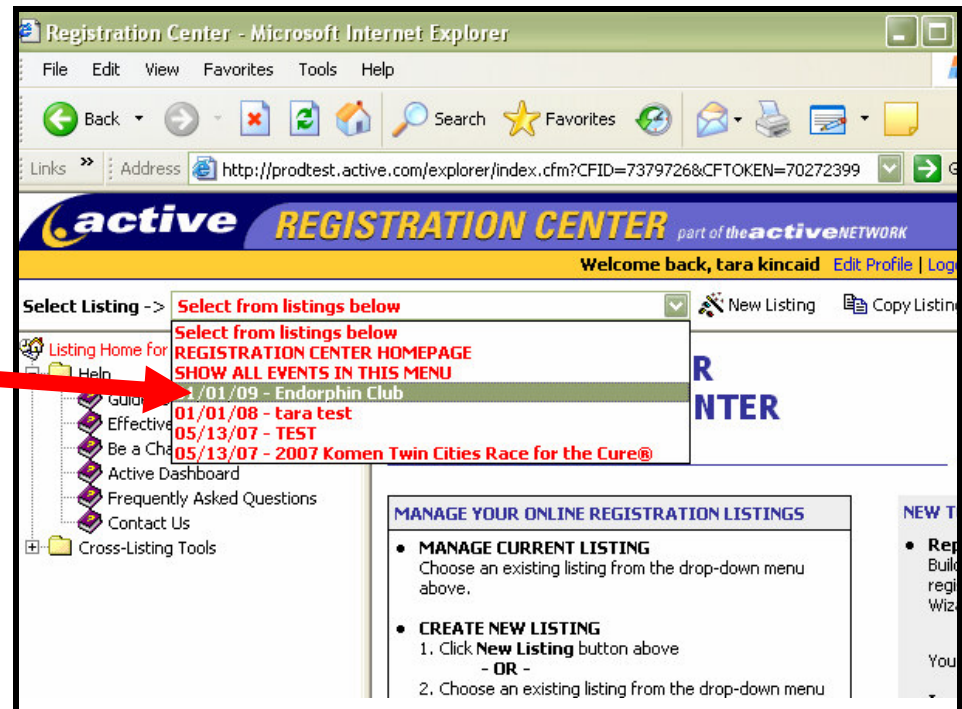


Uploading Results



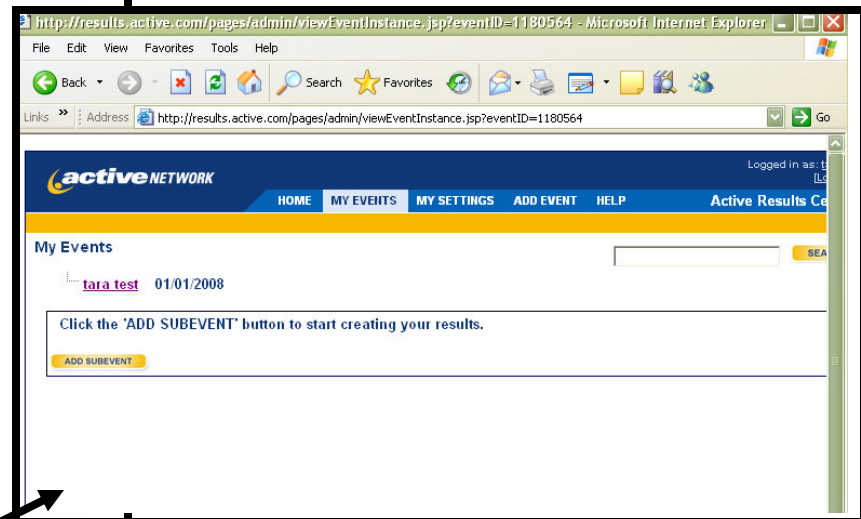
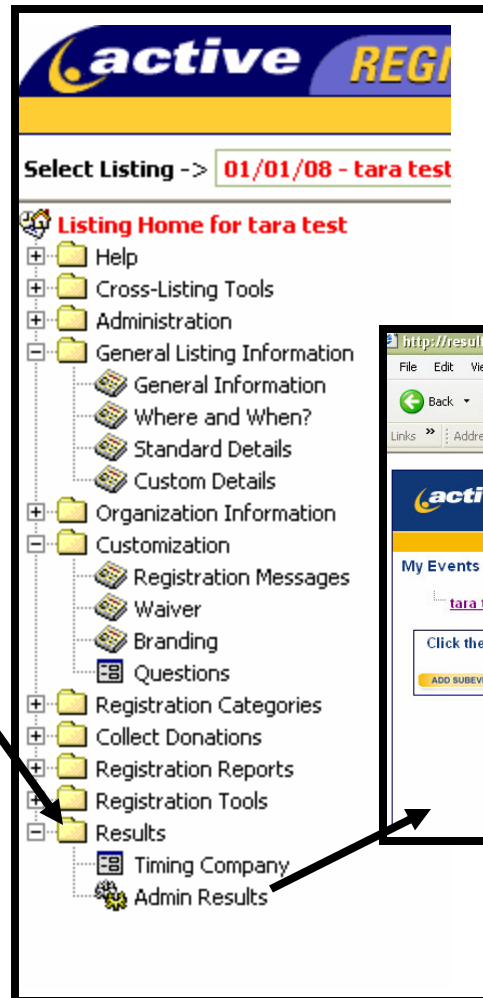
Step 1: Access your event

- ▶ Go to www.active.com/explorer
- ▶ Log in with you active.com username and password
- ▶ Log in with you active.com username and password
- ▶ Select the event for which you would like to upload results from the drop down box at the top left hand side of the page.
- ▶ Once you select your event, your page will refresh.



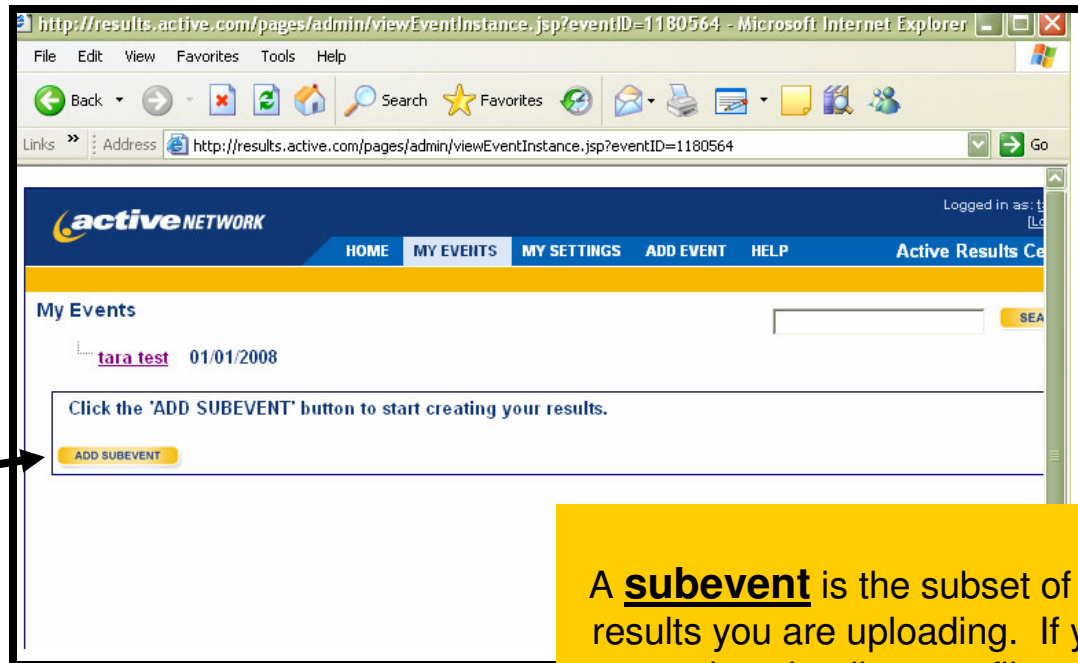
Step 2: Access Results Admin

- ▶ Go to the “Results” folder
- ▶ Click on “Admin Results”
- ▶ Once you click on “Admin Results”, a new window will open allowing you to upload.



Step 3: Create SubEvent

- ▶ If this is your first time uploading results to this event, you will need to add a Sub-Event. Just click “Add Sub-Event” to get started.
- ▶ Fill out the necessary info for your subevent and click Add.



A **subevent** is the subset of the results you are uploading. If you are only uploading one file, you can call it “Results”. If you are uploading a file for each of your races, you can just name it after the race, (ie: Half Marathon Results, Sprint Triathlon Results).

Step 4: Uploading Results

- ▶ Click “Upload” next to the SubEvent for which you will upload results.
- ▶ Select the type of file you will be uploading.
- ▶ Search for the file you will be uploading
- ▶ Click Upload
- ▶ The system will upload the file and display a completed status when done.

Available FILE TYPES

GRU – (General Results Upload) - CSV file with a header row. (results.csv)

This is the only file type that will allow you to upload Searchable Results.

HTML- webpage (results.html) – non-searchable results only

TEXT- plain text file (results.txt) – non-searchable results only

PDF- (results.pdf) – non-searchable results only

EXCEL- (results.xls) – non-searchable results only

Word - (results.doc) – non-searchable results only

Step 5: Viewing Your Results

- Once you have uploaded your results, click on the name of your event to view them.

My Events

[Tara Test](#) 01/01/2006

Test 2: Upload

Upload a file into the Active.com Results Engine.

Type of File: GRU File

Select your File:

Upload History

Job Status	Application
Complete	Results Web

- Click on "Show me what participants will see".

My Events

[Tara Test](#) san diego , California

Event Instances	(Add)
01/01/2008	tara test
01/31/2007	Tara Test
01/01/2007	Tara Test

Search for event instances that *should* fall under this event:

If you cannot find the event instance you are looking for, you can [Add A Listing](#).
Once added, come back and search for it above to link

Preview Results Page:

- The Page: [What participants will see](#)
- The Link: <http://results.active.com/pages/page.jsp?>

- A link will pop up displaying your results. You can use that link on your website.

Active.com | Event Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Links Address <http://results.active.com/pages/page.jsp?eventLinkageID=50541> Go

Find Events, Training Tips,
Message Boards, and More!

Active.com Home | Site Map | Help Hi, tarakincaid | Logout | My Active | Results C

active.com
Race Results

YOU ARE HERE: [Home](#) > [Race Results](#)

Tara Test san diego, California

2007 2006 2005 2002 2001

2007 Results

- [5k](#)
- [Half Marathon](#)
- [Test for Toya](#)